



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: IDENTIFICATION OF
COMMUNITY CORRECTIONAL
FACILITY ON ALL OUTGOING
MAIL**

Number:

93/30

Date Issued:

July 23, 1993

Cancelled Effective:

Effective immediately all outgoing mail from Community Correctional Facilities (CCFs) including but not limited to, letters, packages and parcels are to be clearly identified as originating from a CCF. Mail from Community Prisoner Mother Programs and Work Furlough Facilities will be labeled or stamped with the words Community Correctional Center (CCC).

PLEASE ENSURE THAT EACH OUTGOING ARTICLE OF CORRESPONDENCE WHETHER SENT BY CONTRACT STAFF, CDC STAFF OR AN INMATE IS CLEARLY LABELED OR STAMPED WITH THE WORDS **COMMUNITY CORRECTIONAL FACILITY** OR **COMMUNITY CORRECTIONAL CENTER** ON THE FACE OF THE ENVELOPE OR PACKAGE.

The purpose of this identification is to alert the recipient that the correspondence was mailed from within a correctional setting since the facility's name may not specify that it is a CCF or CCC.

Please inform all persons concerned of the contents of this bulletin which shall remain in effect until incorporated into the appropriate section of the Department Operations Manual. If you have any questions, please contact Jan Enloe, Staff Services Manager I, Parole and Community Services Division, at (916) 323-0247 or CALNET 473-0247.

R. H. DENNINGER
Chief Deputy Director